

Department of Land Management  
Building and Zoning Division  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

Phone: (631) 287-5700  
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# TOWN OF SOUTHAMPTON



KYLE P. COLLINS, AICP  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA  
CHIEF BUILDING INSPECTOR

JAY SCHNEIDERMAN  
TOWN SUPERVISOR  
[WWW.SOUTHAMPTONTOWNNY.GOV](http://WWW.SOUTHAMPTONTOWNNY.GOV)

INTAKE SIGNATURE DATE

## COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST ACCESSORY STRUCTURES

(Accessory Buildings, Trellis, Pergola, Deck, Porch, Gazebo, Screened Porch, Outdoor Shower w/ Enclosure, Outdoor Kitchen, Tennis Court, Fencing above 4ft, Garage, Pool House, Storage Sheds, etc.)

Applications and forms must be filled out in their entirety, and signatures must be notarized as necessary.  
**Incomplete applications will not be accepted.**

***\*\*Note: Please be advised additional documentation may be required by the Building Division\*\****

### ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:

- ☐ 5 copies of survey prepared by a licensed surveyor, illustrating Proposed construction
- ☐ 3 sets of plans prepared by a licensed professional illustrating compliance with NYS building and Fire
  - When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance
- ☐ [Building Permit Application](#) (original)
- ☐ Planning Board approval (approved site plan with Planning Board Resolution)
- ☐ 1 copy of principal structure certificate of occupancy (can be obtained for a fee from the Building Division)
- ☐ Workman's compensation
  - Applicable Forms: C 105.2, U26.3, CE 200. **ACORD FORM NOT ACCEPTED**
- ☐ Fee (Based on cost estimate & plumbing fixtures, *if applicable*) Except Unconditioned Accessory Buildings which are based on square footage.

***\*\*Note: Fees will be calculated at Front Desk at time of Submittal\*\****

### ADDITIONAL DOCUMENTATION REQUIRED AS MAY BE APPLICABLE

- ☐ Original Red Stamped Board of Health Survey: For accessory buildings with plumbing
- ☐ Written cost estimate on contractor's letterhead for: trellis, pergola, outdoor shower w/enclosure, outdoor kitchen, fencing over 4ft in height, and any other accessory structure
- ☐ Zoning Board of Appeals Approval: If proposed project requires a variance
- ☐ [Coastal Erosion Hazard Permit](#) if construction is south of Coastal Erosion line
- ☐ [Fill Composition Certification](#) pursuant to Town Code §123.47-123.50: If offsite fill exceeds 20 cubic yards.
- ☐ [Plumbing Application](#): If plumbing is proposed. *Plumber must have active license with Town of Southampton*
- ☐ [Electrical Permit](#) *Electrician must have an active license with Suffolk County* **FILED SEPARATELY**
- ☐ Completed [NYS Uniform Fire Prevention & Building Code Form](#)
- ☐ ComCheck

### **Verification of Ownership or Authorization**

- ☐ Original Signed & Notarized Agent Letter: If applicant is other than owner.
- ☐ Copy of Deed: If property has been owned for less than a year
- ☐ Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

***\*\*Note: Documents MUST list name of member(s) that are authorizing the submittal of this application\*\****